



WEST LANCASHIRE BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title: Building Surveyor	Grade: SO1	
Directorate: Housing and Inclusion Services	Section: Day to Day Maintenance	
Service: Property Services		
Requirements <i>(on the basis of the job description)</i>	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), presentation (P)
Qualifications		
Appropriate academic, professional or technical qualifications in surveying, building or construction (e.g. Degree in Surveying, Btec HNC, RICS or CIOB Membership) OR qualified by experience to an equivalent level	E	AF
Experience		
Experience of contract administration, budget and performance monitoring and construction partnering	E	AF/I
Experience in general building surveying and the ability to diagnose complex repairs	E	AF/I
Experienced in the use of computer-based building and housing management systems and associated databases	E	AF
Experience in compiling and running maintenance contracts for responsive and planned maintenance work within Social Housing	E	AF/I
Knowledge/Skills/Abilities		
Working knowledge of the Construction Design and Management Regulations 2015 (CDM) and all other primary Health and Safety Regulations relating to maintenance and construction works	E	AF/I
Ability to prepare specifications, design drawings and schedules of work for building related maintenance and refurbishment	E	AF/I
Ability to generate meaningful letters and reports and be able to communicate effectively with members of the public with tact and discretion	E	AF/I
Good project management skills with the ability to prioritise workload and effectively manage time	E	AF/I
Ability to work as part of a team or on your own initiative	E	AF/I
Have a proven track record of meeting targets and strategic objectives	E	AF/I
Information Technology skills and ability to use computerised systems of work	E	AF
Ability to diagnose complex repairs and raise the necessary works orders	E	AF/I
Commitment to resident management, involvement and empowerment	E	AF/I
The ability to visit individual sites across the Borough including dealing with short notice emergency jobs and the need to ensure appropriate personal protective clothing and equipment is at hand, e.g. surveyors ladder and tools	E	AF/I

Other (including special requirements)		
1. Commitment to Equality	E	AF/I
2. Commitment to Health & Safety	E	AF/I
3. Satisfactory Baseline Personnel Security Standard Check	E	Document Checks (includes Basic DBS)
4. The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	E	AF and I
4. Willingness to be flexible in hours worked if required	D	AF/I
Prepared by: Sian White		
Date: June 2019		
Approved by: Frank Lee		
Date: June 2019		